
Plan Duplication Request

Plans are public records and may be viewed at the Building Division. Plans are generally available for new commercial, industrial and multifamily projects. Plans approved prior to 1992 for single family residences, minor alterations to commercial, industrial and multifamily projects and plans for plumbing, mechanical and electrical projects are generally **not** available.

Plans that are available have been converted to optical images and stored electronically. They are available for viewing on self-help computers in our office. Plans are filed under the number of the associated permit or address.

TO OBTAIN COPIES OF PLANS FOR A FINALED PROJECT:

Copies of plans can only be used for maintenance and operation of the structure. They are not to be used for design purposes. The applicant must obtain written permission from the original or current owner, or if the building is part of a common interest development, from the governing association. The Building Division must obtain permission from the professional who signed the documents. All contact information on the attached form must be completed before requests can be processed. Pursuant to Health and Safety Code 19851 prior to obtaining copies of plans you must fill out and sign the attached affidavit. Once all documentation is received we will send by registered mail a letter to appropriate Architect or Engineer to obtain permission for duplication. This process may take up to 60 days. A **\$35.00 non-refundable** fee is assessed per plan or per affidavit required to process your request.

TO OBTAIN COPIES OF PLANS FOR ACTIVE PERMITS:

If plans are being requested to replace a lost job set for an active permit; plans may be produced for the permittee or owner without authorization. This process may take up to 10 days

COPY FEES:

Copies of plans are \$4.50 for each plan sheet requested, and \$.25 for each page of letter size document requested.

Please complete the following: All information is required or your request can not be processed.

Date of request

Name of Requestor

Daytime Phone No.

☒ Check here if plans are to replace a lost job set for an active permit (skip to Copies Requested at bottom of this page).

Owner Information: Current or Original (circle one)

Name: _____

Address: _____

☒ I am the current or original owner of the property associated with this plan request and I authorize copies to be released.

(signature)_____ (date)_____

Architect/Engineer or Registered Professional or there appointed successor, who signed the drawings (circle one).

Name: _____ License No _____

Address: _____

Current address and successor information can be obtained by contacting one of the following:

California Board of Engineers

www.dca.ca.gov/pels

California Architects Board

www.cab.ca.gov

If no current address is available, last known address can be used. Should the professional of record be deceased without a successor, a statement from the appropriate Board will be acceptable.

Copies Requested for:

Address of Property: _____

Permit No. _____

Document Description: _____

Computer Document ID No(s): _____

Page No(s) requested: _____

**DECLARATION IN SUPPORT OF REQUEST FOR COPY OF BUILDING PLANS
CALIFORNIA HEALTH AND SAFETY CODE SECTION 19851**

I, _____ declare as follows:
(name)

1. I made a request to duplicate plans which you created for construction located at

(property address)

2. In connection with my use of these plans, I hereby state all of the following:

- a. **THAT THE COPY OF THE PLANS SHALL ONLY BE USED FOR THE MAINTENANCE, OPERATION, AND USE OF THE BUILDING.**
- b. That drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.
- c. That subdivision (a) of Section 5536.25 of the Business and Professions Code states that a licensed architect who signs plans, specifications, reports, or documents shall not be responsible for damage caused by subsequent changes to, or use of, those plans, specifications, reports, or documents where the subsequent changes or uses, including changes or uses made by state or local governmental agencies, are not authorized or approved by the licensed architect who originally signed the plans, specifications, reports, or documents, provided that the architectural service rendered by the architect who signed the plans, specifications, reports, or documents was not also a proximate, cause of the damage.

I declare under penalty of perjury that the foregoing is true and correct, and that this

Declaration was executed on _____ at _____, California.
(date) (city)

(Signature of declarant)